

YOUTH SERVICES POLICY

Title: Facility Staffing Next Annual Review Date: 05/29/2010	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.14
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References: ACA Standards 2-CO-1C-06, 2-CO-3A-01 (Administration of Correctional Agencies) and 4-JCF-2A-06, 4-JCF-6D-10 (Performance-based Standards for Juvenile Correctional Facilities)	
STATUS: Approved	
Approved By: Mary L. Livers, MSW, Ph.D., Deputy Secretary	Date of Approval: 05/29/2009

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the process by which staffing requirements will be assessed annually at each facility.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Assistant Secretaries, and all Facility Directors. The Directors are responsible for managing human resources with efficiency and economy consistent with the provision of mandated services.

IV. DEFINITION:

Youth - refers to anyone committed to the custody of Youth Services.

V. FACILITY STAFFING:

A. Staffing needs will be assessed annually by the Director of each facility.

Staffing requirements will be assessed based on several factors, including coverage of mandatory and non-mandatory posts, historical leave usage (annual, sick, and compensatory), absences due to holidays and regular days

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- off, relief factor requirements (which include absenteeism for training), physical layout of housing and common areas, and facility programming responsibilities.
- B. Based on the annual assessment, the Facility Director will consult with Central Office staff regarding making changes to the facility's organizational chart, including increasing or decreasing staff.
 - C. Any request for revision in model staffing patterns that would result in a change in the total number of authorized positions in security or medical divisions must be submitted to the Deputy Assistant Secretary/Facility Services for review and will require approval of the Deputy Secretary's Office prior to implementation.

Previous Regulation/Policy Number: A-02-018 / A.2.14

Previous Effective Date: 06/30/2003

Attachments/References: